



Attachment
to the resolution of Doctoral Students Board No. 01/02/2020 from 3 February 2020.

Regulations for granting co-financing for trips to scientific conferences from the
funds of the Doctoral Students Council of the Gdańsk University of
Technology

§1

General rules

1. The abbreviations used in these regulations mean:
 - a. University - Gdańsk University of Technology
 - b. Board, URD – Doctoral Students Board
 - c. Council, SDPG - Doctoral Students Council of the Gdańsk University of Technology
 - d. Commission - SDPG Financial and Economic Affairs Committee
 - e. Co-financing - funds to cover the costs of participation of doctoral students of Gdańsk University of Technology at scientific conferences
 - f. Edition - 2 week period in a year during which applications for co-financing in a given quarter are accepted
2. The Board determines the rules of disposing of funds to support the scientific activity of university PhD students.
3. The purpose of co-financing is to support the active participation of doctoral students in scientific conferences.
4. Co-financing is granted by the Chairman of the Local Government, in accordance with the principles set out in these regulations, in a competition conducted by the Commission.
5. An application for co-financing is submitted to the Commission using the form available on the SDPG website.
6. The application should include:
 - a. Information about the conference: place, date, website address of the conference;
 - b. information on the amount of the conference fee;
 - c. confirmation of acceptance of the application for the conference.
7. Applications for co-financing of participation in the conference are accepted and considered in editions according to the announced schedule.
8. The schedule for editing is defined by the Commission and shall be announced by the Commission seven days before editing on the SDPG website.
9. The schedule must include:
 - a. deadlines for applications submitting;
 - b. the date of announcement of the results of the competition.



§2

Preliminary Provisions

1. Co-financing may only be used to cover the fee for participation in an international or national scientific conference at which a PhD student will present his own speech or poster. In the case of collective works, only one co-author may be co-financed.
2. The maximum co-financing amount is:
 - a. PLN 2000 for international conference;
 - b. PLN 500 zł for national conference.
3. Applications for funding can also be submitted after the trips. The time to submit an application is 3 months after returning from the conference.
4. Each doctoral student may submit one application for co-financing for edition.
5. If the Commission finds that one of the documents required in the application is missing, the Commission shall accept the application and set a deadline of 7 days to complete the missing documents. Applications not completed by the deadline will not be considered.
6. As soon as the applications are reviewed, the ranking list will be published on the SDPG website together with the amount of funding awarded.
7. The ranking list established by the Commission may appeal to the Chairman of the Local Government within 7 days. His decision is final.

§3

Award criteria

Co-financing for participation in the conference will be awarded by means of a competition to persons who obtain the highest number of points based on the following criteria:

- a. Conference type:
 - i. International for invitation [25 points];
 - ii. international [15 points];
 - iii. national in English [5 points];
 - iv. national in Polish [1 point].
- b. Application submitted for the first time in a given year [15 points].
- c. Inability to finance participation in the requested conference from external funds (grants, external scholarships) confirmed by the supervisor [10 points].



- d. Year of doctoral studies:
 - i. I [3 points];
 - ii. II [4 points];
 - iii. III [2 points];
 - iv. IV [1 points].
- e. In the case of obtaining the same number of points by more than one doctoral student, the order in which applications are submitted will be decisive.

§4

Rules for the settlement of received funding

1. Financial settlement in the form of an invoice for the conference fee or an internal note should be submitted to the headquarters of the Student Affairs Department within 2 weeks of issuing the invoice or announcement of the ranking list.
2. If the doctoral student cannot settle the project within the prescribed period, he is obliged to apply for permission to extend the settlement period to the Commission.
3. In a situation where a doctoral student does not settle the project within the prescribed period or does not obtain permission from the Commission to extend the settlement deadline, the Commission may withdraw the financing decision and refuse to finance subsequent projects. If the lack of settlement of the project is not an incidental event (no settlement in 2 editions in a given academic year), the doctoral student will be automatically excluded from participation in the next editions of the competition in the current academic year.

§5

Final provisions

1. Submission of the application is tantamount to agreeing to publish the results of the grant on the SDPG website together with the data of the doctoral student submitting the application (in particular: name, surname, affiliation, conference name, amount awarded).
2. The Board reserves the right to change the Regulations during the edition, if necessary. The Board informs about changes in the Regulations no later than 5 business days before they enter into force on the SDPG website.
3. The number of co-financing awarded depends on the funds awarded for the University's self-government's activities.
4. Depending on the available funds, the Board reserves the right to increase the pool of funds allocated for co-financing during the edition.
5. The Regulations will be published on the SDPG website, information on its content will be forwarded to the Department of Scientific Affairs.



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6. The Regulations enter into force after being adopted by the Board.
7. The Regulations shall apply until it is amended or repealed by the Board.